



## **Petition for Certification of Previous Investigator Training**

**State of Washington  
Department of Personnel  
June 1999**

**For more information contact:**  
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**PURPOSE:** The purpose of this document is to enable employees to petition for a Certificate of Training based upon previous training they've received commensurate with their job duties and consistent with DOP or agency certified and delivered Core and/or Advanced Investigator Training Programs. This is consistent with paragraphs 1.D. and 2.C. of Executive Order 98-02.

## **Standards**

Employees with investigative responsibilities who have had previous investigator training and who intend not to participate in DOP or agency offered Core and/or Advanced Investigator Training courses, may petition for certification of previous investigator training. The petition process must be completed as noted below:

- By December 31, 2000 for current employees with investigative responsibilities; or
- Within 18 months for new employees hired after December 1, 1999.

Employees petitioning for certification of previous investigator training must:

- Review, complete and retain a copy of the *Investigator's Resource Manual*, review the *Core and Advanced Investigator Training Curricula Outlines* and complete Worksheet 1 and/or Worksheet 2 (attached). (To facilitate this process, employees should also review their training profiles, training plans, or other applicable training summaries, records or credentials, and meet with their supervisors as needed.) You may not petition for an Advanced Curriculum *Certificate of Training*, unless you already have a Core Curriculum *Certificate of Training* obtained either from training at DOP, investigator training at your agency that has been reviewed and certified by DOP, or as a result of this petition process.
- Complete a "*Petition for Certification of Previous Investigator Training*" (attached).
- Request and obtain approval of the petition from your appointing authority, or their designee.

Appointing authorities and/or appointing authority designees who manage employees with investigative responsibilities who are petitioning for credit for previous investigator training must:

- Promptly submit completed petitions and the relevant worksheet(s) to DOP's Investigative Training Coordinator. Once received at DOP, petitions will be processed for the applicable Investigator Training Program *Certificate of Training*.

## **Guidelines**

- The Investigative Training Coordinator, with advice from the State Investigative Resource Committee, may over time develop a list of recognized investigative training courses provided by other entities that are consistent with the *Core and Advanced Investigator Training Curricula Outlines*.

**NOTE:** This document can be electronically downloaded from '[www.wa.gov/dop/investigate](http://www.wa.gov/dop/investigate)' ITP/Petit6n

# Core Investigator Training

## Investigator Training Program

### Worksheet 1: Petition for Certification of Previous Investigator Training

My past training is consistent  
with the Learning Outcomes in  
the Core Curriculum outline  
(please indicate "Yes" if so)

Core Curriculum Topics		Where training occurred	When training occurred	Comments/Notes
Scope of authority				
Ethics				
Complaint analysis				
Investigative planning & strategy				
Rights of entry				
Subpoena authority				
Civil warrants				
Tort and personal liability for errors				
Interviewing techniques				
Respecting Constitutional rights				
Rights of people being interviewed				
Laws of arrest				
Gathering evidence				
Documenting evidence				
Developing evidence				
Maintaining evidence integrity				
Evidence chain of custody				
Dealing with aggressive behavior				
Right to self-defense				
Avoidance/minimization of Phys. Risk				
Use of firearms and other weapons				
Preparing/writing investigative reports				
Referrals to other entities				
Public disclosure and confidentiality				
Investigator testimony				

# Advanced Investigator Training

## Investigator Training Program

### Worksheet 2: Petition for Certification of Previous Investigator Training

My past training is consistent with the Learning Outcomes in the curriculum outline (please indicate "Yes" if so)

Advanced Curriculum Topics	Where training occurred	When training occurred	Comments/Notes
<i>Classroom or other formal training</i>			
Investigative planning & strategy			
Subpoena authority			
Interviewing techniques			
Respecting Constitutional rights			
Investigator testimony			
<i>Investigator's Resource Manual Review</i>			
Scope of authority			
Ethics			
Rights of entry			
Civil warrants			
Tort and personal liability for errors			
Rights of people being interviewed			
Laws of arrest			
Gathering evidence			
Documenting evidence			
Developing evidence			
Maintaining evidence integrity			
Evidence chain of custody			
Use of firearms and other weapons			
Referrals to other entities			
Public disclosure and confidentiality			

**STATE OF WASHINGTON**  
**DEPARTMENT OF PERSONNEL**  
Human Resources Developmental Services

**INVESTIGATOR TRAINING PROGRAM**

**PETITION FOR CERTIFICATION  
OF PREVIOUS INVESTIGATOR TRAINING**

I have reviewed, completed and retained a copy of the Investigator's Resource Manual, reviewed the Core and/or Advanced Investigator Training Curricula Outlines and completed the relevant worksheet(s) for this petition. I affirm I have successfully completed investigative training consistent with the Learning Outcomes in the (please check the appropriate curricula):

Core Curriculum Outline \_\_\_\_\_

Advanced Curriculum Outline \_\_\_\_\_

I hereby petition for recognition of my previous investigative training for the curricula noted above in accordance with the Executive Order 98-02 and paragraphs 1.D. and 2.C.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security # (Needed for processing)

\_\_\_\_\_  
Petitioner's printed name  
(As you want it to appear on a *Certificate of Training*)

\_\_\_\_\_  
Agency and Division

\_\_\_\_\_  
Appointing authority's signature  
(This petition **will not be processed** without an appointing authority or their designee's signature)

\_\_\_\_\_  
Appointing authority's printed name

\_\_\_\_\_  
Mailing Address:

\_\_\_\_\_  
(Where *Certificate(s) of Training* should be mailed to; please also see Item 2 below)

**To process this petition:**

1. **State employees with investigative job duties** that have received previous investigator training consistent with the *Core and Advanced Investigator Training Curricula* should complete this form and obtain approval from their appointing authority to receive an Investigator Training Program - *Certificate of Training*. The certificate you receive will be in-lieu of your participation in Core and/or Advanced investigator training offered at DOP or at your agency.
2. **Appointing authorities/designees:** To facilitate processing petitions in our office, please 'batch' all completed petitions to the extent practical and feasible for an entire investigative staff (work units, sections, programs, etc.) and forward them to: Bill Zachmann, DOP/ Investigative Training Coordinator, P.O. Box 47530.

**If you have any questions about this process please call (360) 664-1926.**

***Please use other side of this petition or prepare a memorandum to clearly indicate any aspect of investigative training for state employees you would like to see receive additional emphasis.***